



The California Watershed Council
Integrated Planning Workgroup
Documentation for Meeting
November 12, 2003



The California Environmental Protection Agency

Integrated Planning Workgroup:

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Public Member Co-Lead:

Agenda:

1. The Operational Guidance and the next CWC Meeting – Cal/EPA
2. Workgroup Leadership - All
3. Goals and Objectives of the Workgroup – Resources Agency
4. Workgroup Coordination – Cal/EPA
5. Next Workgroup Meeting - All

Operational Guidance for CWC Workgroups

A. General Policies

1. Workgroups shall be established with broad-based regional or statewide representatives.
2. Workgroup chairs will ensure that adequate (at least one week) notification of an upcoming meeting is given to all members and the public.
3. All meeting notices and minutes will be posted by the Co-Sponsor Agencies after the information is forwarded by the workgroups.
4. Each workgroup will be responsible for drafting their own documentation, such as agendas, minutes, reports, etc.
5. If needed, sub-groups of each workgroup may be established to address specific issues.
6. Workgroup leads will inform the workgroup coordinator of any resources necessary to accomplish the work of the workgroup.
7. Workgroups can meet via telephone, at meetings, or via email. Members are encouraged to communicate with each other via email as much as possible.
8. Recommendations will be developed by the workgroups for submittal for consideration by the CWC. The Co-Leads of the group will identify priority topics for recommendations.
9. Recommendations will be finalized and approved by the workgroup via consensus or another approval process identified by the Co-Leads.

B. Establishment of Workgroups - New workgroups may be established in one of two ways:

1. **By Co-Chair Consensus** - The CWC Co-Chairs may establish workgroups and propose leadership to address important short- or long-term watershed related matters that are not already addressed by existing workgroup efforts. The Co-Chairs shall consider the following information:
 - A description of the proposed workgroup mission and leadership,
 - The CWC goals and objectives that will be addressed,
 - Information that ensures that the proposed workgroup scope is not duplicative or not already being addressed by an existing workgroup,
 - Frequency of meetings.
2. **By Petition** - Any stakeholder group may submit a petition to the Cal/EPA or Resources Agency Co-Leads to become a recognized CWC workgroup. This petition shall include the following information, at a minimum:
 - A description of the proposed workgroup mission, problem being addressed and leadership,
 - The CWC goals and objectives that will issues to be addressed,
 - Information that ensures that the proposed workgroup scope is not duplicative or not already being addressed by an existing workgroup,
 - Decision-making model (i.e., consensus, vote, etc.),
 - A description of the proposed workgroup representation (i.e., government, academia, NGOs, private sector, the public, etc.),
 - Frequency of meetings and dates of meetings.

Petitions will be accepted and considered at the meetings of the CWC.

C. Termination of Workgroups - A workgroup may be dissolved by the Co-Chairs in one of two ways:

1. A workgroup has accomplished its mission: Once a workgroup has completed the task or objectives that it was established to perform, the Co-Chairs may dissolve the group
2. Poor Workgroup Performance: A workgroup may be dissolved or restructured if it is performing poorly (based on Workgroup Agreement with Co-Leads and stakeholder feedback), has veered from its original mission, does not produce measurable results to help accomplish CWC goals and objectives, or by Co-Chair consensus.

D. Roles of Workgroup members:

CWC Co-chairs:

- Approve formation of work groups
- Ensure that council and work group meeting schedules, agendas, and minutes are available to public and all CWC participants
- Clarify level of support for other CWC activities on an annual basis

- Provide direction to work groups to assist Agencies in meeting legislative requirements (e.g. timelines and information needs for report to Legislature)

Work Groups:

Co-leads:

- Work with group to refine objectives from first meeting into a work plan.
- Workplan should have short and longer term objectives, specific deliverables, and timelines.
- Ensure that work plan elements are feasible given current resources, group participants, and planned levels of participation.
- Ensure that short-term objectives address year one priorities of MOU, including information to be included in report to Legislature. Some of these may be applicable to several groups. For example, several groups may wish to:
 - recommend programs that should be coordinated to improve services (e.g. grant programs by Funding/Econ group; GIS, database and project-tracking programs by Data/Info Exchange; technical assistance by Outreach/Education).
 - "Continue work on watershed strategy".

Participants:

- Record and type minutes.
- Fully participate as planned.

Workgroup coordinator:

- Develops agenda with input from Co-Leads
- Obtains resources for any meeting or gathering of members
- Posts minutes or other information from the workgroup
- Central point of contact for the drafting, review, and approval of recommendations
- Consolidates recommendations and prepares for presentation before the CWC

F. Coordination with the CWC

1. The workgroups are an advisory body to the CWC. Communication between the chairs of the groups and the CWC can be made between CWC meetings via the Cal/EPA and Resources Agency Co-Leads or the Workgroup Coordinator. On a regular basis, workgroups will report back to ensure that recommendations are being developed according to an agreed upon timeline.
2. At each meeting of the CWC, the workgroups will provide recommendations addressing a topic considered by the workgroup. This recommendation will allow the CWC to adopt a resolution supporting the findings in the recommendation or forward a resolution to an appropriate Board or Commission. The CWC will also have the ability to refer the recommendation to another workgroup or to the originating workgroup for further work.

Goals and Objectives

<p>WORK GROUP MINUTES SUMMARY</p>	<p>CORRESPONDING STRATEGIC PLAN ACTIONS</p>	<p>CORRESPONDING MOU</p>
<p>Issues, goals : Need for...</p> <ul style="list-style-type: none"> • Policy and technical guidances related to assmts, authorities and planning • Support /guidance to local entities and watershed groups for integrating watershed plans with other local plans • Inclusion of multiple disciplines and objectives • Integration with conservation plans (NCCP, HCP) • Ensuring permit coordination through pilots, grant requirements, etc. * • • Goals/Deliverables • Incentives for public and private sector to do integrated plans • Coordinated permits for restoration grants • Guidance, clearinghouse, pilots for good integrated planning <p>Next Steps: Sara Young (Santa Clara Valley Water District) and Sunny Williams (Sacramento County Planning) volunteered to host follow-up meeting.</p>	<p>YR 1 PRIORITIES <u>Initiative 7: Funding</u> - Coordinate funding activities to encourage watershed projects</p> <ul style="list-style-type: none"> • Coordinate funding to projects with local watershed plans and priorities • Incorporate grant criteria to promote multiple state objectives <p><u>Initiative 2: Program service delivery</u></p> <ul style="list-style-type: none"> • Coordinate State regulatory processes (e.g., TMDLs) and schedules in watersheds where local voluntary partnerships are underway (AB2117 Rec #12) and to improve effectiveness of grant programs • Improve coordination of the State's permitting processes to facilitate timely approval and implementation of watershed restoration projects • Assign regional watershed coordinators with multi-agency team management authority to facilitate and coordinate State activities at the local level, regional teams or co-located staff to leverage resources and facilitate planning and communication efforts • Conflict resolution process to address issues between/among agencies working in a watershed <p>YR 2+ PRIORITIES <u>Initiative 3: Data Collection</u></p> <ul style="list-style-type: none"> • Common standards and tools for data collection that can be customized to local needs <p><u>Initiative 8: Technical Assistance</u></p> <ul style="list-style-type: none"> • Regional or sub-regional forums for multiple watershed or large scale basin efforts to encourage larger scale planning • Maintain a common set of guidance documents that help communicate State accepted approaches and techniques for watershed assessment, planning, and monitoring activities (AB 2117 Rec 6 revised) 	<p><u>PHASE 2 REQUIREMENTS:</u></p> <p>4) CWC identifies priority programs, issues, and processes for meeting multiple program priorities and goals.</p> <ul style="list-style-type: none"> • 7) CWC develops recommendations for criteria to ensure that the award of watershed project funding meets the goals and priorities of the CWC and this MOU. <p>Eg. Development of regional watershed partnerships.</p> <ul style="list-style-type: none"> • 11) CWC continues development and updating of the California Watershed Strategy.

Notes from August 28, 2003 meeting:

California Watershed Council August 28, 2003 Draft Minutes of the Integrated Planning Workgroup

Facilitator: Ann Riley

Note taker and Reporter: Stefan Lorenzato

Subject Specialists: Madelyn Glickfeld, Cathy Bleier (Resources Agency)

Issues and Concerns:

Watershed Related Guidance Needs

- Need for accepted, scientifically sound methods of assessments to prioritize work.
 - Consider existing manuals, e.g. Oregon Watershed Assessment Manual.
 - CA Watershed Assessment Manual is being developed. Get CWC input.
 - Consider how DFG integrates watershed assessments, management and fisheries protection.
 - How to conduct impervious surface analyses
- Is there comprehensive guidance for watershed planning?
 - Who “approves” a watershed plan?
 - Use existing documents and identify barriers to integrated planning.
- Watershed planning is more comprehensive than local planning.
 - CWC should look at statewide and regional policies for water resource management, and at examples of implementation.
 - Highlight policy conflicts among agency statutory mandates, eg housing supply and watershed concerns
- Technical support, education, and a network or clearinghouse of technical and policy experts/expertise are needed for local groups and planning commissions.
 - Guidelines for riparian setbacks.
 - Roadmap for local legal authorities and fees
 - Model ordinances for addressing impervious surfaces
 - Flood plain guidance, tying upstream and downstream issues
 - Develop NEMO-like project (Nonpoint Education for Municipal Officials) with watershed planning focus
- CWC could identify good examples of integrated watershed planning.
- Recommend modification to General Plan Guidelines to incorporate watershed concerns. Resources Agency has provided suggestions to OPR.
- Phased grants for assessment; planning, design and permitting; implementation and construction.

Multiple goals, objectives, and disciplines

- Integrate working landscape concerns. Need to consider current economic benefits when trying to prioritize natural resource goals.
 - Support ag waivers, easements, floodplain management.
 - Need strategy/program for economic incentives for farmers and rural lands.

- Encourage local stewardship.
 - Range management goals
- Consider fire and fuels management needs
- Integrate fish habitat
- Flood plain management.
- Hydrology and hydraulics
- Water supply should be incorporated into planning.
 - Sanitary surveys should be included.

Multiple agencies, groups, and programs

- Partner with local land use agencies to develop strategies and incentives for incorporating watershed planning into local plans and projects.
 - Provide incentives to stick with multiple year projects.
 - How to bring Agency staff to local watershed efforts given current budget?
- Ensure that permits are available in timely manner for grant projects.
 - Consider how DFG handles regulatory reviews of restoration projects
 - Consider options to batch projects to streamline reviews.
 - In areas where public lands are dominant, grants need to go with permits
 - State's Strategic Watershed Management Plan could consider regional pilot projects for different approaches.
- MOU for CWC could be used to promote MOU's at other levels.
- Integrate watershed management planning with Natural Communities Conservation Plans (NCCP) and Habitat Conservation Plans (HCP)
- Anadromous Fish Restoration Program (AFRP) in CalFed area provides model for partnerships and coordination among agencies and watershed groups to achieve common goals.

Goals and Objectives of Workgroup

To address needs for:

- | | |
|--------------------------------------|-------------------------------|
| - Incentives | - Guidances |
| - Permits for Grants and Restoration | - Provide models and pilots |
| - Clearinghouse and networks | - Addressing policy conflicts |
| - Planning support | |

Deliverables and Schedule

- Incentives for private and public sectors
- Guidance for watershed assessment, planning, and authorities
- Coordinated permitting processes within watersheds for grants and restoration
- More integration with local planning entities and local plans
- Models and pilots for addressing specific watershed issues
- Clearinghouse and networking.

Next Steps

Sara Young (Santa Clara Valley Water District) and Sunny Williams (Sacramento County Planning) volunteered to host follow-up meeting. Cache Creek Conservancy(?)